

MEMO

Date: _____

To: _____

Re: _____

From: _____

PLEASE:

- | | |
|---|--|
| <input type="checkbox"/> Attend to. | <input type="checkbox"/> Prepare reply for my signature. |
| <input type="checkbox"/> Note and return to me. | <input type="checkbox"/> Send me information required to answer. |
| <input type="checkbox"/> See (phone) me re attached. | <input type="checkbox"/> As requested. |
| <input type="checkbox"/> For your information. | <input type="checkbox"/> For your comments and suggestions. |
| <input type="checkbox"/> As per conversation. | <input type="checkbox"/> For signature, if you approve. |
| <input type="checkbox"/> Does attached meet with your approval? | |
| <input type="checkbox"/> Rush | |

Other Remarks

*HR - is Rick Randolph -
that took the name from
CS's address book -*